



## TECHNICAL ADVISORY COMMITTEE

January 25, 2008  
6:30 – 8:00 p.m.  
McCloskey Room

- I. Call to Order
- II. Election of Officers
  - A. Chair
  - B. Vice-Chair
- III. Approval of Minutes:
  - A. October 12, 2007
- IV. Communications from the Chair
- V. Reports from Officers and/or Committees
  - A. Updates on MPO related projects
- VI. Reports from the MPO Staff
  - A. 1<sup>st</sup> Quarter FY 2008 Progress Report
  - B. TIP FY 2008-2011 Amendments: SRTS & BT
  - C. Unified Planning Work Program Development Update
  - D. Transportation Improvement Program FY 2009-2012 Development Update
  - E. Intelligent Transportation Systems Development Update
  - F. INDOT's E. 10<sup>th</sup> Street Project Update
- VII. Old Business
  - A. Complete Streets Policy (as discussed at CAC)
- VIII. New Business
- IX. Communications from Committee Members (*non-agenda items*)
  - A. Topic Suggestions for future agendas
- X. Upcoming Meetings
  - A. Complete Streets Audio/Web Conference – January 30, 2008 at 4:00 p.m. (McCloskey Room)
  - B. Technical Advisory Committee – February 22, 2008 at 1:30pm (McCloskey Room)
  - C. Citizens Advisory Committee – February 27, 2008 at 6:30 p.m. (McCloskey Room)

Adjournment



**Bloomington/Monroe County Metropolitan Planning Organization**  
Technical Advisory Committee

**Technical Advisory Committee**

**Meeting Minutes**

**October 12, 2007 McCloskey Conference Room 135, City Hall**

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*Technical Advisory Committee minutes are transcribed in a summarized outline manner.*

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***Attendance***

Technical Advisory Committee: John Collisson (Monroe County Highways), Jane Fleig (COB Utilities), Laura Haley (COB ITS), Adrian Reid (COB Engineering –proxy for Toni McClure), John Carter (MCCSC), Lew May (Bloomington Transit), Justin Wykoff (COB Engineering), Perry Maull (IU Transportation), Tom Micuda (COB Planning), and Susan Clark (COB Controller)

MPO Staff: Scott Robinson

**I. Call to Order (1:40 p.m.)**

**II. Approval of Minutes**

Justin Wykoff asked if there were any changes to the minutes. The minutes were approved by unanimous voice vote.

**III. Communications from the Chair**

None.

**IV. Reports from the Officers and/or Committees**

**A. Update on MPO related projects**

John Collisson provided an update on the progress of the #902 bridge (1<sup>st</sup> Street). The project is 15% complete overall and should be finished in October of 2008 with a total cost of \$3.5 million. The Rogers bridge over Clear Creek is finished, passed all inspections, and was under budget. Some discussion ensued about the traffic management for the 1st Street Bridge. Lew May said they would not alter their transit routes to Henderson, but would move the bus stop south of 1<sup>st</sup> Street. Adrian Reid said the South Rogers Street (south of Rockport Road) designs (40 % complete) have been submitted to INDOT for preliminary field check review. He said there will be a public meeting after INDOT finishes this review process and the rights-of-way acquisition estimate is around \$629,000; which is lower than expected. Scott Robinson suggested that staff bring the designs to the CAC and the neighborhood for their review in addition to INDOT's public meeting. Justin Wykoff said the Rogers Street and Country Club Road intersection project should let around January 2008. All the rights-of-way have been acquired and processed and there will be a utility coordination meeting soon.

**V. Reports from the MPO Staff**

Mr. Robinson reported that Raymond Hess and Josh Desmond are at the MPO conference in Evansville. He also said that Mr. Hess will also finish his LCI training and should be

certified to teach bicycle safety. Mr. Robinson acknowledged that it was Sheryl Daniels last day and wanted to commend her for her dedicated service. Mr. Robinson then reviewed the adopted Change Order Policy and explained that the actual form is included in the packet. Ms. Clark said asked that the form be posted on the website and Mr. Robinson said that staff will do this soon.

**VI. Old Business**

None

**VII. New Business**

**A. INDOT's E. 10<sup>th</sup> Street Project (as discussed at CAC)**

Mr. Robinson provided an overview of the previous CAC meeting and their respective concerns regarding this state project. He then said it was the intent of the CAC to send a letter to the Commissioner of INDOT requesting that transit, pedestrian, and other local issues be accommodated by redesigning this project. The CAC feels there is a great opportunity to improve this area as a transit corridor. He continued to explain that the CAC would like to have the letter be on behalf of the whole MPO and would seek their consent at the next PC/TAC meeting. Tom Micuda said that the City is working with IU to arrange a meeting with INDOT on this subject. Mr. May said that IU will most likely facilitate the meeting and they also have concerns. Mr. Robinson said that one of the main reasons for many of these concerns is because so much has changed since this project was first designed. Mr. May said a lot has changed and this area is the top two areas for BT transit service. He asked if the current traffic counting data is available. Mr. Reid said they are still taking counts, but he does not agree the claim that traffic volumes are decreasing. The current data suggests that since 1995, the traffic has gone up in several thousand in total daily traffic counts in this area. Mr. Robinson said there was some confusion about the traffic data at the CAC meeting. Mr. Wykoff said that the project should not be delayed, but there may be an opportunity to improve the project. Mr. May said the rights-of-way are very wide and around 120 feet. This should allow for a lot of improvements. Mr. Wykoff said that it is important to stay within the project ROW to improve our chances in working with INDOT. Jane Flieg asked if this committee needs make a recommendation to the Policy Committee to include transit plans for this project. Mr. Robinson said the CAC plans on presenting a letter at the next policy meeting and said its intent is not to stop the project but to redesign it. Discussion ensued regarding various design accommodations to enhance transit. Mr. May is not confident that INDOT will honor BT's request. Mr. Micuda suggested that it may be premature for this committee to take action until IU, the City, and INDOT meet. Then the time might be right for the MPO to act in response to this meeting. Mr. Robinson reminded everyone about the respective meeting schedules of the MPO committees. John Carter asked about the timing of the meeting and the CAC letter. Mr. Micuda anticipates the meeting will take place by the end of the month. Discussion ensued about meeting schedules and the timing associated with the need for committee action. The strength of any action will come from the Policy Committee, noted Mrs. Clark.

Mr. Maull thinks there is technical data to support design alterations and made a motion that the Technical Advisory Committee supports design alterations for this project in



**Bloomington/Monroe County Metropolitan Planning Organization**  
Technical Advisory Committee

order to support and enhance transit. Mr. May seconded the motion. The motion passed unanimously.

**B. Complete Streets Policy (as discussed at CAC)**

Mr. Robinson said that the CAC did not spend much time on this topic. They instructed staff to provide additional information on this topic. The CAC would like the MPO to adopt a Complete Street Policy in the near future and the other committees should anticipate policy material working its way through the MPO for adoption. Mr. Maull said that his previous experience in Florida was positive when they adopted a complete street policy and it really changed the design process. Mr. Micuda cautioned that although he supports a complete street policy; it may create conflicts with current INDOT policy. There will be a lot of discussion on the substance that everyone will have to consider.

**VIII. Communications from Committee Members**

None

**IX. Upcoming Meetings**

- A. Citizens Advisory Committee – October 24, 2007; 6:30 p.m. (McCloskey Room)
- B. Policy & Technical Advisory Committees – November 9, 2007; 1:30 p.m. (McCloskey Room)

**Adjournment (2:25)**

*These minutes were \_\_\_\_\_ by the TAC at their regular meeting held on November 9, 2007.*  
*(SFR \_\_/\_\_/2007)*

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## **F.Y. 2008 Unified Planning Work Program First Quarter Progress Report *July 1, 2007 – September 30, 2007***

### **Executive Summary**

The Bloomington/Monroe County Metropolitan Planning Organization (MPO) is charged with implementation of the Fiscal Year 2008 Unified Planning Work Program (UPWP). The UPWP describes all planning activities that are anticipated in the MPO study area over the next programming year, and documents the work that will be performed with federal highway and transit planning funds. This progress report for the first quarter of the 2008 fiscal year covers activities accomplished between July 1 and September 30, 2007.

The most notable accomplishment of the Bloomington/Monroe County Metropolitan Planning Organization was completion of the Crash Report which analyzed state crash data for Monroe County for calendar years 2003 to 2006. This report had not been produced for several years due to staff turnover and unreliable data from the State's Vehicle Crash Reporting System (which has since been replaced with the Automated Reporting Information Exchange System). The report has been improved to include a wider timeframe for analysis, improved analysis methodology, and enhanced visual representation of data.

The MPO continued its commitment to engage the community through various committees and through the dissemination of information. MPO staff coordinated meetings of the Policy Committee, Technical Advisory Committee, Citizens Advisory Committee, Safe Routes to School Task Force, the Mobility Steering Committee, and Greenways Committee. Additionally, MPO staff regularly participated in meetings of the Bloomington Bicycle and Pedestrian Safety Committee, the Monroe County Alternative Transportation and Greenways System Plan Technical Advisory Committee, City of Bloomington Projects Team meetings, and various other committees that are concerned with transportation planning in the MPO urbanized area.

MPO staff also performed core functions to ensure the continued operation of the MPO. Of notable significance was a legal evaluation of the amendment to the 2030 Long Range Transportation Plan which was adopted at the end of FY 2007. Other tasks involved preparing quarterly billings for the fourth quarter of FY 2007, maintaining files, and providing project input and oversight.

Contract Service providers of the MPO provided invaluable services as well. Bloomington's Engineering Department conducted routine traffic counts, maintained permanent traffic count stations, analyzed and recorded road pavement conditions, and conducted work on the City's 10 year pavement schedule. Monroe County Highway Department conducted road segment data analysis of the pavement management plan.

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## **F.Y. 2008 Unified Planning Work Program First Quarter Progress Report July 1, 2007 – September 30, 2007**

### **Work Program Elements**

#### **#101 - Transportation Planning Coordination**

This element includes activities associated with administering the MPO Policy Committee, the MPO Technical Advisory Committee, and daily MPO administrative activities with the Federal Highway Administration (FHWA) and the Indiana Department of Transportation (INDOT). Additionally, the MPO must develop and administer the Unified Planning Work Program (UPWP) which describes all planning activities and documents the work that will be performed with federal planning monies and local matching funds over the course of the fiscal year. The MPO and its staff must also administer FHWA and Federal Transit Administration (FTA) grants associated with the FY 2008 UPWP. Lastly, the MPO participates in monthly meetings of the statewide Indiana MPO Council.

During this quarter, the MPO accomplished the following tasks:

##### **A. Intergovernmental Coordination:**

- Coordinated joint Policy Committee and Technical Advisory Committee meetings (minutes, packets, staff support at meetings):
  - September 7, 2007
- Coordinated Technical Advisory Committees (TAC) meetings (minutes, packets, staff support at meetings):
  - August 10, 2007
- MPO sought a legal determination for the Policy Committee on the consequences of including or omitting state projects in the 2030 Long Range Transportation Plan.
- Completed the MPO Crash Report for calendar years 2003-2006
- Presented the findings of the Crash Report to the TAC (August 10, 2007) the CAC (August 22, 2007), and the Policy Committee (September 7, 2007)
- Continued coordination with INDOT concerning the SR 45 project
- Administered and managed MPO staff
- Managed a Rose-Hulman Institute of Technology student project on the feasibility of connecting N. Dunn St. across the railroad tracks; a project which is identified in the 2030 Long Range Transportation Plan.
- Fostered interagency coordination with FHWA, INDOT, and local project partners
  - Grant coordination
    - Surface Transportation Program (STP);
    - Transportation Enhancement (TE)
    - Safe Routes To School (SRTS)
    - Community Planning Grant

##### **B. Unified Planning Work Program:**

- Completed and transmitted the FY 2007 Annual Completion Report

##### **C. Planning Grant Administration**

- Tracked MPO fiscal activities:
  - Tracked expenditures and receipts for the 4th quarter of F.Y. 2007
  - Produced F.Y. 2007 4<sup>th</sup> Quarter Billings
  - Produced the F.Y. 2007 4<sup>th</sup> Quarter Progress Report
- Adopted the Annual Self Certification Review Statement (F.Y. 2008 UPWP)

##### **D. Indiana Metropolitan Planning Organization Council**

- Attended Indiana MPO Council Meetings:
  - August 23, 2007
  - September 27, 2007

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## **#102 - Training and Professional Development**

This element includes activities to continue development of MPO staff expertise through the attendance and participation in transportation related courses, seminars, and conferences, as well as the purchase of educational/reference materials, professional periodical subscriptions, and technical software training.

During this quarter, the MPO accomplished the following tasks:

- A. Staff Training, Education, and Technical Needs
  - Renewed the annual TransCAD license
  - Attended a Safe Routes to School web conference produced by the Institute of Transportation Engineers (July 10-12, 2007)

## **#103 - Public Participation Coordination**

This element includes activities to solicit citizen input into the transportation planning process through monthly meetings of the Citizen Advisory Committee (CAC). Additionally, the MPO is to maintain a website so that citizens, businesses, and other interested parties can download reports, data, updates, and other information related to the functions of the MPO. Lastly, the MPO must keep current its Public Participation Plan and the associated Citizens Guide to Transportation Planning so that citizens can become familiar with the workings of MPO activities, contacts, and resources.

During this quarter, the MPO accomplished the following tasks:

- A. Citizens Advisory Committee:
  - Coordinated Citizens Advisory Committee Meetings (minutes, packets, staff support at meetings):
    - August 22, 2007
    - September 26, 2007
- B. Web Site Administration
  - Managed the MPO web page
    - Posted materials related to MPO Committees (PC, TAC, CAC) meetings, agendas, and packets
    - Maintained the Alternative Transportation webpage
    - Posted plans and documents (the newly adopted FY 2008-2011 TIP, Public Participation Plan, Coordinated Human Services – Public Transportation Plan, the amended 2030 Long Range Transportation Plan, FY 2008 UPWP, and the 2002-2006 Crash Report etc.) on the MPO's webpage as well as the documents clearinghouse webpage
- C. Public Involvement Process
  - Continued work with the CAC to update *"Moving Forward: A Citizens Guide to Transportation Planning"*

## **#201 - Transportation Improvement Program**

This element includes activities to develop a Transportation Improvement Program (TIP) pursuant to U.S. Department of Transportation requirements which details all federal-aid projects. The MPO took measures to keep this document relevant and up-to-date. Staff also attended monthly meetings with representatives from various City of Bloomington departments for transportation project management coordination.

During this quarter, the MPO accomplished the following tasks:

- A. Transportation Improvement Program
  - No tasks were accomplished with the Transportation Improvement Program
- B. Project Coordination
  - Attended monthly meetings of the City of Bloomington's Projects Team
    - July 19, 2007
    - August 16, 2007
    - September 20, 2007



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## **#202 – Annual Documents**

This element includes activities to develop an annual crash report to help identify potentially high hazard intersections and corridors within the MPO study area. This report will be used to determine project locations that may be eligible for federal grants aimed at improving safety.

During this quarter, the MPO with the help of its contract service providers accomplished the following tasks:

A. Annual Accident Report

- No tasks were accomplished with the West 2<sup>nd</sup> Street Feasibility Study Completed the MPO Crash Report which analyzed crash data for calendar years 2003-2006
- Presented the findings of the Crash Report to the TAC (August 10, 2007) the CAC (August 22, 2007), and the Policy Committee (September 7, 2007)

## **#203 – Short Range Transportation Studies**

This element includes activities to complete the West 2<sup>nd</sup> Street Feasibility Study. This study was begun in FY 2007 to assess traffic congestion, access management, and lack of facilities for alternative modes of transportation.

During this quarter, the MPO with the help of its contract service providers accomplished the following tasks:

A. West 2<sup>nd</sup> Street Feasibility Study

- No tasks were accomplished with the West 2<sup>nd</sup> Street Feasibility Study

## **#301 – Long Range Transportation Plan**

This element includes activities to maintain the Long Range Transportation Plan and the associated Travel Demand Model. The Travel Demand Model requires routine maintenance to reflect changes in land use, traffic volumes, and other pertinent data as well as changing transportation priorities at the local and State level. The Long Range Transportation Plan subsequently needs to be amended to reflect these priorities and all anticipated federal-aid transportation projects to be constructed within a 25 year horizon.

During this quarter, the MPO accomplished the following tasks:

A. Travel Demand Model Maintenance

- No tasks were accomplished with the Travel Demand Model.

B. Long Range Plan Amendment

- No tasks were accomplished with the West 2<sup>nd</sup> Street Feasibility Study.

## **#302 - Intelligent Transportation Systems (ITS)**

This element includes activities to evaluate and integrate a system of technologies to improve transportation efficiency, safety, and security known as Intelligent Transportation Systems (ITS). ITS is slated to improve safety, reduce congestion, improve mobility, enhance economic productivity, and save public investment dollars without negatively affecting the environment.

During this quarter, the MPO accomplished the following tasks:

A. ITS Program Development and Implementation

- No tasks were accomplished with the ITS Program

## **#401 - Vehicular Data Collection**

This element includes activities to conduct vehicular volume counts within the Metropolitan Planning Area for arterial and collector streets on a rotational cycle. The counts will be conducted with assistance from the Bloomington Public Works Department, the Monroe County Highways Department, and the Town of Ellettsville Planning Department so that the MPO's functionally classified roadway network is completely covered.



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During this quarter, the MPO with the help of its contract service providers accomplished the following tasks:

A. Traffic Volume Counting

- The City of Bloomington Engineering Department conducted forty traffic counts, three intersection warrant studies, and two intersection turning movement counts.
- The City of Bloomington Engineering Department performed maintenance on three permanent traffic counting sites and installed new electronic cards on three counters.

**#402 - Infrastructure Management**

This element includes activities to perform work necessary to develop and maintain a comprehensive infrastructure management plan, with particular emphasis on pavement management. Ongoing assessment of current conditions for existing and new infrastructure is performed and recorded with assistance from the Monroe County Highways Department, Bloomington Public Works Department, and the Town of Ellettsville Planning Department.

During this quarter, the MPO with the help of its contract service providers accomplished the following tasks:

A. Infrastructure Management Plan

- The Monroe County Highways Department performed road segment analysis of the pavement management system.
- The City of Bloomington Public Works Department inspected 300 road segments and entered the information into Cartegraph, and conducted work on the 10 year pavement schedule.

**#501 - Transit, Bicycle, and Pedestrian Data Collection**

This element includes activities to prepare ridership data and bicycle and pedestrian volume counts. This information will aid in establishing annual passenger mile estimates for mass transit, will aid in estimating facilities that are under or over utilized, and will aid in the prioritization of capital improvements.

During this quarter, the MPO with the help of its contract service partners accomplished the following tasks:

A. Transit Ridership and Bicycle/Pedestrian Data Collection

- MPO staff conducted two bike/ped counts.
- MPO staff coordinated with City of Bloomington Engineering Department on sidewalk inventory and assessment.

**#502 - Short Range Alternative Transportation Studies**

This element includes activities to coordinate the Safe Routes to School Task (SRTS) Force so that local stakeholders can work cooperatively to generate project ideas and apply for SRTS funding. Additionally, MPO staff will promote and encourage bicycle and pedestrian activities as viable modes of transportation through continued cooperation with the Bicycle and Pedestrian Safety Commission. Lastly, Bloomington Transit with the assistance of a private consultant will create a new Transit Development Program (TDP) which will comprehensively analyze the operations of Bloomington Transit and provide recommendations for future improvements to transit.

During this quarter, the MPO with the help of its contract service partners accomplished the following tasks:

A. Safe Routes to School (SRTS) Program

- Coordinated SRTS Task Force Meetings (minutes, packets, staff support at meetings):
  - August 30, 2007
  - September 7, 2007
  - September 18, 2007

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- Facilitated coordination of International Walk to School Day at 6 local elementary schools
  - B. Bicycle and Pedestrian Project Coordination
    - Attended meetings and workshops of the Bicycle and Pedestrian Safety Commission:
      - July 2, 2007 (workshop)
      - July 16, 2007 (meeting)
      - August 6, 2007 (workshop)
      - August 20, 2007 (meeting)
      - September 3, 2007 (workshop)
      - September 17, 2007 (meeting)
    - Attended meetings of the Monroe County Alternative Transportation Technical Advisory Committee:
      - August 30, 2007
      - September 24, 2007
  - C. Transit Development Program
    - No tasks were accomplished with the Transit Development Program.

### **#503 - Long Range Alternative Transportation Programs**

This element includes activities to begin implementation of the SR37/I-69 Alternative Transportation Corridor Study which was produced in FY 2007 and provided design recommendations for bicycle and pedestrian facilities for interchanges and overpasses. Additionally, the MPO supports both the City of Bloomington and Monroe County Alternative Transportation and Greenways System Plans which detail the various community needs and improvements for alternative transportation. Lastly, the MPO must maintain the locally developed Coordinated Human Services Public Transportation Plan and evaluate how transit projects serve the needs of the elderly, persons with disabilities, and persons with low income.

During this quarter, the MPO accomplished the following tasks:

- A. Alternative Transportation Corridor Study
  - No tasks were accomplished with the Alternative Transportation Corridor Study
- B. Bloomington Alternative Transportation and Greenways System Plan
  - Drafted updates to the Bloomington Alternative Transportation and Greenways System Plan and presented them for public review
    - Coordinated Strategic Advisory Committee meetings on July 19, July 26, August 2, and August 27, 2007
    - Held informational sessions at the Monroe County Public Library on August 24 & 25, 2007
    - Held a public workshop on the Plan's update in City Hall on September 11, 2007
  - Completed and submitted Bloomington's Bicycle Friendly Community application to the League of American Bicyclists
- C. Coordinated Human Services Public Transit Plan
  - Coordinated the Mobility Steering Committee meeting on September 21, 2007
  - Began strategizing on how to amend the Coordinated Plan to make sure it remains relevant